

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, September 14, 2016

Wenatchee City Council Chambers, 129 South Chelan Avenue, Wenatchee, WA 98801

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Dale Snyder, Commissioner, Douglas County (Vice-Chair); Linda Herald, Wenatchee City Council (substituting for Keith Huffaker, Councilmember, City of Wenatchee), Wayne Barnhart, Councilmember, City of East Wenatchee; Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2

Ex-Officio Members Present: Keith Vradenburg, Mayor, City of Entiat

RIVERCOM Staff Present: Jim Fosse, Director; Crselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

- A. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM; Linda Herald led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA – The agenda was approved as presented.
- D. APPROVAL OF MEETING MINUTES
- Motion to approve the RIVERCOM Administrative Board Minutes for August 10, 2016 as presented; Snyder, second Barnhart.
Resolution: Motion carried.*
- E. MONTHLY FINANCIAL REPORT
- The financial reports for month ending August 31, 2016 were provided to the Board. Administrative Services Manager Grupp reviewed the following:

2016 Annual Budget, YTD for Month Ending August 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	1,784,649		67.74%
Local E911 Excise Tax	716,043		69.24%
Site Leases	10,641		65.08%

Outside Revenue and Grants	9,255		2.53%
Outside Revenue and Grants – Capital Projects	45,483		27.52%
E911/NG911 Reserve Account Interest	407		213.99%
	2,566,476		60.87%
Expenditures:			
Maintenance and Operations Account		2,497,707	55.44%
Capital Projects Account		-	0%
Equipment Replacement Account		10,369	32.40%
		2,507,375	53.33%

2016 Communications Tax Account, YTD for Month Ending August 31, 2016			
Capital Improvement Project: Radio Site Expansion	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Communications Tax Revenue	1,953,015		81.38%
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Expenditures:			
Communications Tax Account		852,124	18.28%
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2. The Financial Reports for the month ending August 31, 2016, including August 2016 Payroll and Benefits for all accounts, paid September 2, 2016, in the amount of \$276,287.31, were presented to the Board for approval.
3. Accounts Payable Vouchers were presented to the Board for approval in the amount of \$38,483.02 for payment on September 14, 2016.
 - i. Maintenance and Operations Account (Control #0640-0663) \$ 22,817.07
 - ii. Equipment Replacement Account (Control #0664-0666) \$ 900.25
 - iii. General Communications Tax Account (Control #0667-0676) \$ 12,065.99
 - iv. Communications Tax Capital Projects Account (Control #0677-0678) \$ 2,699.71
4. Accounts Payable Vouchers were presented to the Board for approval in the amount of \$67,618.81 for payment on September 21, 2016.
 - i. Maintenance and Operations Account (Control #0679-0720) \$ 23,910.65
 - ii. General Communications Tax Account (Control #0721-0726) \$ 1,628.19
 - iii. Communications Tax Capital Projects Account (Control #0727-0729) \$ 42,079.97

*Motion to approve the Financial Reports for the month ending August 31, 2016 and, to approve Accounts Payable Vouchers in the amount of \$38,483.02 for payment on September 14, 2016 and, to approve Accounts Payable Vouchers in the amount of \$67,618.81 for payment on September 21, 2016; Barnhart, second by Jonasson.
Resolution: Motion carried.*

F. BOARD CHAIR REPORT – There was no report.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. The State Auditor's Office is currently conducting a three (3) year audit of RIVERCOM. They have requested to meet with one (1) Board representative; it was decided that Chairman Goehner will meet with the Auditors.
- b. Chelan County Treasurer's Office has requested that RIVERCOM provide a resolution to substantiate the pay-off of the bond. The resolution will be brought to the Board for approval at the October meeting.
- c. Director Fosse has been in communication with Ballard and Lifeline ambulance companies regarding RIVERCOM's intent to move their radio frequency to an appropriate Fire-designated frequency in order to improve inter-operability; a meeting to further discuss the matter is scheduled for October 4, 2016.
- d. A new roof is in the process of being installed at the building RIVERCOM leases from City of Wenatchee, at 140 South Mission Street. The roofing contractors coordinated with dispatch operations during a portion of work that took place directly over the dispatch floor. While work was in progress, RIVERCOM experienced a number of difficulties, notably, the roofing work penetrated through two electrical conduits which in turn caused a loss of lighting in dispatch and in the equipment room, took out the Douglas County Law 2 frequency, disrupted a technical systems re-boot that was in process to resolve a Computer Aided Dispatch (CAD) error, and damaged a radio chassis which will cost approximately \$1,600 to replace.

2. Radio Site Reports

- a. The National Forest Service has approved proposed work at the Blag Mountain radio site; the work will include a complete tear-down of the existing building.
- b. The Goat Mountain radio site will potentially be rebuilt as well; the Forest Service has, so far, provided a positive response. RIVERCOM will be preparing a Request for Proposals for the work.
- c. A Request for Proposals (RFP) was issued last week for phase 4 of the radio upgrade project. The RFP is the result of failed negotiations with Motorola to provide acceptable NSAPO pricing. The bid opening is scheduled for November 1.

3. Staffing Report

- a. One individual continues to move forward through the training process for the position of Emergency Services Dispatcher and is expected to complete training sometime at the beginning of October.
- b. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher.

4. State E911 Office Report

- a. Director Fosse and Administrative Services Manager Grupp will be attending the State E911 Advisory Committee meeting at Fort Lewis tomorrow, September 15, 2016.

H. OPERATIONS REPORT

1. RIVERCOM has started to see significant reduction in call times for emergency medical calls resulting from improvements RIVERCOM has implemented over the past two (2) years. The foregoing ProQA dispatch protocol was replaced with King County Criteria Based Dispatch (CBD) protocols and a new paging system interface and procedure were developed and implemented to reduce the number of steps dispatchers need to complete to page out responding units.

Operations Manager Viebrock commended the work of Radio Systems Technical Manager Josh Humphrey and Shift Supervisor Jeremiah Johnson; their work was highly instrumental in implementing the new systems and thus, achieving the overall reduction in call processing times. Director Fosse noted that the decrease in paging times will significantly impact the local community in a positive and meaningful way. Operations Manager Viebrock said that other agencies in the nation are looking at the systems being developed here.

I. COMMITTEE REPORTS

1. Board member Jonasson said that he just celebrated his twenty-seventh anniversary with Lake Chelan EMS. He noted that, when he began service, dispatch services as they existed, provided limited capabilities and virtually no budget. Compared to the past, dispatch communications have improved a thousand-fold. He added that the communications and operational systems RIVERCOM has put in place have greatly improved agency operations and levels of service provided to the community. RIVERCOM has brought communications a long way and have a lot to be proud of.
2. Board member Snyder personally complimented RIVERCOM dispatch for their proactive work on a recent call that took place in a border-line area of service.
3. Linda Herald commended RIVERCOM dispatch for their helpfulness on a recent call she made to 911.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS

1. Preliminary 2017 Annual Budget

The preliminary 2017 Annual Budget was provided to the Board. Director Fosse reported that RIVERCOM staff have met with nearly all Board representatives in the past two weeks to review the budget; Board member Huffaker has not yet been available to meet due to other commitments. In addition, RIVERCOM met with the Pre-Budget Committee including Karen Goodwin, Jim Brown, and Ray Coble; Valerie Kern was not available. The final budget will be presented to the Board for final adoption at the October 12 meeting.

Board member Snyder requested that the potential communications tax pay-back to Department of Revenue be reflected in the 2017 Communications Tax Annual Budget.

There were no further comments or questions.

2. Building Capital Reserve Account

Director Fosse discussed the possibility of establishing a new account to set aside monies for the purpose of building a new communications/radio facility. The account would allow for site acquisition and the purchase of real estate, but would immediately provide funding for a new building. Director Fosse noted that RIVERCOM has outgrown the space available and, because the space is leased from City of Wenatchee, RIVERCOM has no control over building space, facility operations, or maintenance costs.

The Board was in favor of setting up a new account for a new communications/radio facility. A resolution to create a new account will be brought to the Board for approval at the October 12 meeting.

L. ADJOURNMENT

With no further business, the meeting was adjourned at 10:00 AM.

The next Board meeting is scheduled for October 12, 2016.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

James C. Fosse, Director

Date

RIVERCOM 911 Administrative Board Members:

Keith Goehner, Chairman, *Commissioner, Chelan County*

Dale Snyder, Vice-Chairman, *Commissioner, Douglas County*

Keith Huffaker, *Council Member, City of Wenatchee*

Wayne Barnhart, *Council Member, City of East Wenatchee*

Karl Jonasson, *EMS Director, Chelan County Public Hospital District No. 2*
RIVERCOM 911 Operations Group